

ROUTING AND TRANSMITTAL SLIP

1/22/87

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1. D/Personnel			
2.			
3.			
4.			
5.			
<input checked="" type="checkbox"/> Action	File	Note and Return	
Approval	For Clearance	Per Conversation	
As Requested	For Correction	Prepare Reply	
Circulate	For Your Information	See Me	
Comment	Investigate	Signature	
Coordination	Justify		

REMARKS

*1- For Action.

Please prepare a response with any appropriate nominations for A/DCI signature. Route via the DPA.

Suspense: 24 February 1987

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
EXA/DPA	7D18 HQ

5041-102

* U.S.G.P.O.: 1983 - 421-529/320

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

EXECUTIVE SECRETARIAT
ROUTING SLIP

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA	X			
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/OLL				
14	D/PAO				
15	D/PERS				
16	VC/NIC				
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SUSPENSE		26 Feb 87 Date			

Remarks Please have Response with nominations prepared for A/DCI Signature.

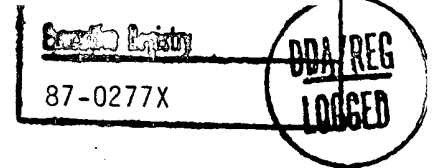
Executive Secretary
21 Jan 87
Date

3637 (10-81)

DDA SUBJECT FILE COPY

ER-87-027X

NATIONAL SCIENCE FOUNDATION
WASHINGTON, D.C. 20550



January 9, 1987

Mr. William J. Casey
Central Intelligence Agency
Washington, D.C. 20505

Dear Mr. Casey:

The Interagency Committee on Women in Science and Engineering (WISE) is an organization formed to strengthen recruitment and advancement within the federal government for women in the fields of science, engineering and related technologies. WISE also strives to ensure that women are encouraged to prepare for scientific careers and are aware that the U.S. Government has attractive opportunities to offer in their fields.

In keeping with the above objectives, WISE established two awards. The accomplishments of the women recognized the first two years are indicative of the significant contributions federal women scientists and engineers have made to the progress of science and technology. Those contributions have benefited not only the federal service, but the nation as a whole.

WISE invites you to nominate one candidate for each award. The nomination format and criteria are indicated in the enclosed WISE Award Nomination Package. The nominations **must** be received not later than **March 2, 1987**.

We hope you will take this opportunity to recognize those women in your agency/department who have performed outstanding work in those fields and nominate a candidate for each of these awards.

We look forward to your continued participation. If you have any questions, please call me at 357-5011.

Sincerely,

A handwritten signature in black ink, appearing to be "Joan Humphries".

Joan Humphries, Chair
Interagency Committee for Women
in Science and Engineering (WISE)

Enclosures





**THE INTERAGENCY COMMITTEE ON WOMEN IN
SCIENCE AND ENGINEERING**

**WISE AWARD
AND
WISE
LIFETIME ACHIEVEMENT
AWARD NOMINATION
PACKAGE**

WISE

THE INTERAGENCY COMMITTEE ON WOMEN IN SCIENCE AND ENGINEERING

January 9, 1987

Dear Awards Officers:

The Interagency Committee for Women in Science and Engineering (WISE) established two prestigious awards that are given each year to federally employed women scientists and engineers. The year 1987 is the third year these awards will be given.

Although reminders will be sent to each agency on an annual basis, these awards have now been annualized in that neither the criteria nor the deadlines for submitting nominations are expected to be changed.

Please note that each agency may submit only two nominations; one for the WISE Award and one for the WISE Lifetime Achievement Award.

To have your nominees considered for the 1987 awards, the deadline for submitting nominations is March 2, 1987. For each subsequent year, beginning in 1988, all nominations will be due January 15.

If any of the required information is omitted from your nomination package(s), it could result in decreasing or eliminating your nominees' chances of being selected as the award winner. For example, one excellent candidate for the WISE Lifetime Achievement Award was eliminated from consideration because there was no evidence that she met the criteria for having 20 years of federal service. Another nomination package failed to include a resume, vitae, or SF-171, which resulted in this candidate not getting points for all criteria for which they were being rated.

The Sixth National WISE Training Conference will be held March 30 through April 1, 1987 at the Westpark Hotel in Rosslyn, Virginia. The Awards will be made at our Awards Luncheon on March 30 from 12:00 noon to 2:00 p.m. in the Rosslyn Room. A special reception to honor the awardees will be held in the same room from 6:00-8:00 p.m. on the same date.

We thank you for your continued assistance in enabling us to select our awardees from among the distinguished group of women scientists and engineers that have you have nominated.

Should you have any questions please call me on 357-5011.

Sincerely,



Joan Mumhries, Chair
Interagency Committee for Women
in Science and Engineering (WISE)

WISE AWARD

OBJECTIVES:

- o To recognize a specific or special scientific or technical contribution by a woman scientist or engineer in the federal service.

- o To recognize a specific contribution made by a woman scientist or engineer in the federal service in facilitating the entry of girls and/or the advancement of women in science or engineering.

AWARD:

- o The award is granted in the form of a plaque and an honorary citation. Each year the award is presented at the annual awards luncheon held during the WISE National Training Conference in the presence of all attendees, guests, and the media.

ELIGIBILITY:

- o All women scientists or engineers who are employed by the federal government in either a civilian or non-civilian status.

NOMINATIONS:

- o No more than one nomination for this award will be accepted from each department or agency of government.

- o Each nomination must include the following:

- A completed "Nomination Form"
- A statement of no more than 250 words summarizing the nominee's achievements/contributions
- A copy of the nominee's resume, SF-171, or curriculum vitae which should include such things as a listing of publications, patents, etc.
- A "Certification of Recommendation," to be signed by the recommending official, the awards officer, and the head of the agency

- o To be eligible for consideration, all nomination packages for the 1987 award, are to be complete, and received by WISE no later than 5:00 p.m. on Monday, March 2, 1987. No exceptions

will be made. Beginning in 1988, all nomination packages will be due no later than 5:00 p.m. on January 15, for awards to be given in 1988 and subsequent years.

- o All completed nomination packages are to be mailed to:

Joan Humphries
WISE Chair
National Science Foundation
1800 G Street, N.W., Room 546
Washington, D.C. 20550

CRITERIA:

Factors to be included in evaluating the nominations include, but are not limited to, the following:

- o A significant scientific or engineering achievement which has led to an advancement in the state of the art in a particular field.

- o An invention, patent, or design of equipment which has significantly enhanced a field or work or opened up new fields.

- o An exceptionally innovative and/or creative research paper or project which has either significantly improved or led to a new field of research, or the results of which are considered by that discipline as having made a major breakthrough in relation to that particular field of science.

- o An exceptional contribution to professional and/or technical societies which has resulted in nationwide or worldwide recognition.

- o An unusual act which facilitated the entry of girls and/or the advancement of women in science or engineering.

SELECTION PANEL:

- o A panel of distinguished professionals in the fields of science and engineering will be selected from nine (9) agencies having science and/or engineering as a part of their mission.

- o Prior to receiving any of the nominations, the panel will meet to select rating and ranking factors to be utilized in the selection process.

- o After each reviewer has had an opportunity to rate each nominee, the panel will reconvene to make the final selections.

NOTIFICATION TO AWARDEE:

After final selections have been made, the head of the agency in which the awardee is employed will be notified. It will then be the responsibility of that agency to:

- o Provide WISE with a 5 x 7 black and white photograph of the individual.

- o Notify the recipient of the award, and make arrangements for that individual to be in attendance at the WISE Award Luncheon, to be held the first day of the National WISE Training Conference. The agency will be responsible for any travel and/or per diem expenses incurred in having their representative present to receive the award. WISE will provide a free luncheon for the awardee, the head of the agency, and the immediate members of the awardee's family.

- o The head of the agency at which the awardee is employed, or his/her designee, is invited to say a few words about the awardee on behalf of that agency. Remarks are to be limited to ten (10) minutes. The agency is to provide WISE with the name, title, and biographical data on the person who will be speaking about the awardee.

- o A special reception will be held to honor awardees from 6:00 to 8:00 p.m., on the evening the awards are made, at the conference hotel. Special invitations will be available to all participating agencies.

NOMINATION FORM

INFORMATION ON NOMINEE:

LAST NAME FIRST NAME INITIAL

ORGANIZATION: _____

COMPLETE ADDRESS: _____

PRESENT POSITION TITLE: _____

PRESENT PAY PLAN/OCCUPATIONAL SERIES/GRADE _____

RECOMMENDED AWARD:

☐ WISE AWARD _____☐ WISE LIFETIME ACHIEVEMENT AWARD _____

PERIOD COVERED:

FROM: _____
MONTH DAY YEAR

TO: _____
MONTH DAY YEAR

SUPPORTING JUSTIFICATION:

☐ NARRATIVE STATEMENT INCLUDED
YES NO

☐ SF-171, RESUME, VITAE INCLUDED
YES NO

☐ CERTIFICATION OF RECOMMENDATION INCLUDED
YES NO

NUMBER OF INTERNAL NOMINATIONS FROM WHICH SELECTED: _____

DATE MAILED/DELIVERED: _____

MAIL TO: JOAN HUMPHRIES, CHAIR
WISE
c/o NATIONAL SCIENCE FOUNDATION
1800 G STREET, N.W., ROOM 546
WASHINGTON, D.C. 20550

WISE AWARD NOMINATION

CERTIFICATION OF RECOMMENDATION

FULL NAME OF NOMINEE: _____

ADDRESS: _____

TELEPHONE: _____

This is to certify that I have reviewed and fully understand the stringent criteria established for recognizing the contributions/achievements; the employee is, without qualification, worthy of recognition for reasons stated.

NAME/TITLE OF RECOMMENDING OFFICIAL: _____

SIGNATURE OF RECOMMENDING OFFICIAL: _____

ADDRESS: _____

NAME OF AWARDS OFFICER: _____

SIGNATURE OF AWARDS OFFICER: _____

ADDRESS: _____

TELEPHONE: _____

NAME/TITLE OF AGENCY HEAD: _____

SIGNATURE OF AGENCY HEAD: _____

ADDRESS: _____

Please print clearly or type above information. This form is to be submitted to WISE along with the nomination.

WISE ACHIEVEMENT AWARD

(LIFETIME ACHIEVEMENT)

OBJECTIVES:

- o To recognize the sustained scientific and technical contributions by a woman scientist or engineer in the federal service.

- o To recognize the contributions made by a woman scientist or engineer in the federal service in facilitating the entry of girls and/or the advancement of women in science or engineering.

AWARD:

- o The award is granted in the form of a plaque and an honorary citation. The award is presented at the annual awards luncheon on the first day of the WISE National Training Conference (held during the month of March) in the presence of all attendees, guests, and the media.

ELIGIBILITY:

- o All women scientists or engineers with 20 years service in the federal government in either a civilian or non-civilian status.

NOMINATIONS:

- o No more than one nomination for this award will be accepted from each department or agency of government.

- o Each nomination must include the following:

- A completed "Nomination Form"
- A statement of no more than 250 words summarizing the nominee's achievements/contributions
- A copy of the nominee's resume, SF-171, or curriculum vitae which should include such things as a listing of publications, patents, awards, etc.
- Evidence that the nominee has the required 20 years of federal service.
- A "Certification of Recommendation", to be signed by the recommending official, the awards official, and the head of the agency

- o To be eligible for consideration for the 1987 award, all nomination packages are to be complete, and received by WISE no later than 5:00 p.m. on March 2, 1987. No exceptions will be made. Beginning in 1988, all nomination packages will be due no later than 5:00 p.m. on January 15, for awards to be given in 1988 and all subsequent years.

- o All completed nomination packages are to be mailed to:

Joan Humphries
WISE Chair
National Science Foundation
1800 G Street, N.W., Room 546
Washington, D.C. 20550

CRITERIA:

Factors to be included in evaluating the nominations include, but are not limited to, the following:

- o Exceptional scientific or engineering achievements as evidenced by publications, inventions, patents or awards.

- o Recognition as a scientist or engineer at national and international levels.

- o Unusual degree of imagination, innovation, and initiative.

- o Unusual dedication to facilitating the entry of girls and/or the advancement of women in science and engineering.

SELECTION PANEL:

- o A panel of distinguished professionals in the fields of science and engineering representing nine (9) agencies having science and/or engineering as a part of their mission will make final selections.

- o Prior to receiving any of the nominations, the panel will meet to select rating and ranking factors to be utilized in the selection process.

- o After each reviewer has had an opportunity to rate each nominee, the panel will reconvene to make final selections.

NOTIFICATION TO AWARDEE:

After final selections have been made, the head of the agency in which the awardee is employed will be notified. It will then be the responsibility of that agency to:

- o Provide WISE with a 5 x 7 black and white photograph.

- o Notify the recipient of the award, and make arrangements for that individual to be in attendance at the WISE Award Luncheon, to be held on the first day of the National WISE Training Conference. The agency will be responsible for any travel and/or per diem expenses incurred in having its awardee present to receive the award. WISE will provide a luncheon for the awardee, the head of the agency, and the immediate members of the awardee's family.

- o The head of the agency at which the awardee is employed, or his/her designee, is invited to say a few words about the awardee on behalf of that agency. Remarks are to be limited to ten (10) minutes. The agency is to provide WISE with the name, title, and biographical data on the person who will be speaking on behalf on the awardee.

- o A special reception will be held to honor awardees from 6:00 to 8:00 p.m. on the evening the awards are made. Invitations will be available to all participating agencies.

NOMINATION FORM

INFORMATION ON NOMINEE:

LAST NAME FIRST NAME INITIAL

ORGANIZATION: _____

COMPLETE ADDRESS: _____

PRESENT POSITION TITLE: _____

PRESENT PAY PLAN/OCCUPATIONAL SERIES/GRADE _____

RECOMMENDED AWARD:

☐ WISE AWARD _____☐ WISE LIFETIME ACHIEVEMENT AWARD _____

PERIOD COVERED:

FROM: _____
MONTH DAY YEAR

TO: _____
MONTH DAY YEAR

SUPPORTING JUSTIFICATION:

☐ NARRATIVE STATEMENT INCLUDED YES NO

☐ SF-171, RESUME, VITAE INCLUDED YES NO

☐ CERTIFICATION OF RECOMMENDATION INCLUDED YES NO

NUMBER OF INTERNAL NOMINATIONS FROM WHICH SELECTED: _____

DATE MAILED/DELIVERED: _____

MAIL TO: JOAN HUMPHRIES, CHAIR
WISE
c/o NATIONAL SCIENCE FOUNDATION
1800 G STREET, N.W., ROOM 546
WASHINGTON, D.C. 20550

WISE LIFETIME ACHIEVEMENT AWARD NOMINATION

CERTIFICATION OF RECOMMENDATION

FULL NAME OF NOMINEE: _____

ADDRESS: _____

TELEPHONE: _____

This is to certify that I have reviewed and fully understand the stringent criteria established for recognizing the contributions/achievements; the employee is, without qualification, worthy of recognition for reasons stated.

NAME/TITLE OF RECOMMENDING OFFICIAL: _____

SIGNATURE OF RECOMMENDING OFFICIAL: _____

ADDRESS: _____

NAME OF AWARDS OFFICER: _____

SIGNATURE OF AWARDS OFFICER: _____

ADDRESS: _____

TELEPHONE: _____

NAME/TITLE OF AGENCY HEAD: _____

SIGNATURE OF AGENCY HEAD: _____

ADDRESS: _____

Please print clearly or type above information. This form is to be submitted to WISE along with the nomination.

